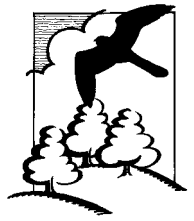


HAWKHURST PARISH COUNCIL

STRATEGY, ADMINISTRATION AND PROJECTS COMMITTEE



Minutes

15th February 2021

Present: Cllr Taylor-Smith, Cllr Weeden, Cllr Pyne, Cllr Lusty, Cllr Green and Cllr Blake

Cllr Escombe

1. **ADJOURNMENT FOR PUBLIC SPEAKING - Na**
2. **APOLOGIES FOR ABSENCE - NA**
3. **DECLARATION OF INTERESTS:** *To receive notice of personal interests, whether of a prejudicial nature or otherwise, in respect of items on this agenda, in accordance with the Council's Code of Conduct. - NA*
4. **MINUTES FROM LAST MEETING** – Cllr Taylor-Smith proposed and Cllr Weeden seconded – agreed unanimously (Cllr Lusty noted that since the last meeting the meeting dates had changed)
5. **OUTSTANDING ITEMS FROM LAST MEETING - na**
6. **Review of Financial Regulations – The** RFO lead the discussion on the review of the Financial Regulations; the general feeling was a need to make the regulations fit for purpose in a remote, flexible working environment. The main points of discussion were;
 - Section 1 – fine
 - Section 2 reports quarterly fine, as Cllrs can look online anytime reports need to be easy to access
 - Audit – Internal Auditor is David Buckett and External JPF Littlejohn (external appointed nationally for Parish Council's)
 - Three year forecasts – little point on day to day workings (who could have predicted COVID 19?) But should do for major projects
 - Amounts seem low £5,000, £1,000 and below £1,000 – do we need to retain up to £200 or 15% whichever is greater (yes as some budget very small)
 - Quotes – Clerk needs to consider what is extreme risk? The reasonable test would apply. Often who is available then rather than time to get 3 quotes.
 - Quotes – some work it takes more time / cost to get three quotes than the amount we are saving. Suggest raise need for three quotes from £100 - £250. Allow clerk to get on with it.

- Banking arrangements seem outdated as we have moved onto internet banking – Do not need to rewrite but use another Councils wording
- Now have council debit card – some reoccurring costs such as mobile phone, as well as one off costs
- Do we need a Council Credit card – added layer of protection insurance and Council can sign off or not and stop payment.
- Online purchases – becoming more common – need to reflect in Financial Regs
- 6.20 ceiling of £4,999 refers to Credit card – debit card the limit is the amount in the account, but should not have a debit card
- We need an interim financial statement to allow the use of a debit card until we get a credit card
- Password saved on IT – note new I pads automatically save codes etc
- Internet banking – use I Pad but go onto banks website and has individual code for each transaction.
- I Pad security excellent but not Kaspersky
- Quotes for regular work – could seek to obtain schedule of costs – tree work, printing etc. Also interesting list of exclusions
- Tenders / EU Regs fall away – only large scale projects
- Remove section on store
- Assets – discuss later but seems fine
- Charitable trusts – may need to be separated – set up management committee and bank account for KGV – similar to HCT – especially as we need to raise funds
- Also suggested that if HPC are supporting the “charities”, should the funding come out of s137 rather than general fund – needs to be checked and would require adjustment in the 2021/22 budget

Agreed that RFO to double check with KALC / Auditor and report back to April SAP 2021 meeting

7. Draft Asset Register- The RFO lead the discussion – the actual Asset Register will be signed off with the Audit (April / May 2021).

Need to take photos of ICT laptops / I Pad / covers, allocate numbers to Councillors and add to list

It was felt that the Council holds land on behalf of Trusts – these should be removed from the Council assets and illustrated below as

Council is holding asset on behalf of KGV Trust - 1085101

Council is holding assets on behalf of Hawkhurst Community Trust - 283787

But what would be the impact on insurance – Clerk to check

8. Audit of Council land and registration – The clerk led the discussion that we need to formally confirm the land registered under the Council’s name and Cllr Taylor-Smith emphasised the importance of this and opportunities which may occur.

Informal discussions have indicated that a capped quote may be received as they do not know how much work is required.

It the following scope of work was suggested

a) Comprehensive audit and registering of Council land

To double check the hard copy documents and make sure they are in the asset register, then appoint a legal firm to;

- a) Check that the land in the asset register has a title number and is registered – print off and save title number and document title
- b) Note any discrepancies and register the title deeds - print and save copy title number document title
- c) To do a Parish area search in the name of “Hawkhurst Parish Council” of all titles to see if there is any other land held in HPC’s name that is registered but has been missed from the asset register / office documents
- d) If appropriate clarify HPC ownership

b) Search of the Parish for potential land to be adversely registered by the Parish Council

- a) To do a Parish search in the name “unregistered” of all titles to see if there is any land that is appropriate to register under the name of Hawkhurst Parish Council
- b) Present a report to the Parish Council with recommendations – note to adversely register the land in the Council’s name we need to be able to detail an interest in land.
- c) Register appropriate title deeds under Hawkhurst Parish Council

Cllr Taylor-Smith proposed and Cllr Pyne seconded to recommend to the Council the above scope of work – agreed unanimously

9. S137 Community Grants applications

We have received two uncompleted application forms from two “borough wide” organisations that we usually support and whose work will impact on supporting residents during this difficult time

Cllr Taylor-Smith proposed and seconded by Cllr Pyne to agree in principle a grant up to £250 subject to full applications being received in time for Council meeting – agreed unanimously

10. UPDATED SAP ACTION PLAN – need to chase TWBC for Cllr R Lusty - DPI

11. QUESTIONS AND COMMENTS FROM COUNCILLORS:

Cllr Escombe asked if a report on the audit actions could come to Council in March 2021 prior to new internal audit. - agreed

12. CLOSURE: 21:25

Signed Chairman.....

Date.....